CONFIDENTIAL

Chief, Menagement Staff, DD/A

JUN 2 1954

Chief of Logistics

Request for Change in Logistics Office and Office of Comptroller Tables of Organization

the first the state of the stat

- 1. Approximately one year ago two positions were established in the Logistics Office for the purpose of developing data and machine techniques to be used in connection with the processing of material requirements. With the concurrence of the former Machine Records Branch, General Services Office, this Job was undertaken with Logistics personnel. The work has actually required the service of three persons full time developing the data and techniques and establishing the necessary procedures. This task is now conplete and the meintenance and continuence of the system is required.
- 2. A management review of all functions performed by this Office has just been completed in connection with the Classification Survey now under way. This review, and discussions with representatives of the Management Staff, DD/A, indicates that the handling of this work is now properly a matter of normal routine in the Machine Records Division. Accordingly, discussions have been held by representatives of this Office, Machine Records Division, and the Management Staff and informal agreement has been reached to effect the transfer. Further, it has been concluded that current and enticipated manpower needs for the continuation of the work will require the full time services of two employees who are familier with both the logistics requirements and machine methods.
- 3. It is therefore, recommended that Positions Nos. R 521 and R 729 be transferred to Machine Records Division with primary responsibilities to maintain machine records, develop machine methods and accomplish tebulations as necessary to continue this project for the Logistics Office. It is further recommended that incumbents together with a ceiling of two (2) be transferred with these positions.

~ 1 He. ____ 🗆 In Class. 🖂 political and political Clase, Charged to: TS & Maxi Review Doll: ---Th.: HR 70-3 15 DEC 1978

4. In proposing

JUN 7 1954

SONFIDENTIAL 2315

25X1A

Approved For Release 2001/03/30 : CIA-RDP78-04998A001001440015-5

4. In proposing this transfer, it is my understanding that the Machine Records Division will be able to accomplish the required work and in the same manner as though the present arrangement were continued.



25X1A

,

LO/AB/ECB: vine (27 May 1954)

Distribution:

Orig & 3 - Addressee

1 - LO/Official File

1 - CAR Staff

1 - 50

1 - MABY/AS

1 - Personnel Br.

1 - BW Br.

1 - Signer's copy



Tax elerus Approved For Release 2001/03/30 : CIA-RDP78-04718A001600140015-5

LUN 30 HOL

M5-171

MEMORANDUM FOR: Chief, Management Staff

SUBJECT

: Transfer of Positions from Logistics Office to Machine Records Division, Office of the Comptroller

REFERENCE

: Chief of Logistics' Memorandum dated

2 June 1954

- 1. The proposal to transfer Position R-521, Supply Requirements Officer, GS-2010-11 and Position R-729, Tab Project Planner, GS-0359-07 from the Logistics Office to the Machine Records Division has been reviewed from a classification standpoint.
- 2. Based on classification review and discussions with the Chief, Machine Records Division, it has been determined that these positions will be identical to the Tabulation Project Planner, GS-11 and the Tabulating Equipment Operation Supervisor, GS-7 positions currently established. Approval is recommended on this basis.

25X1A

Deputy Assistant Director for Personnel

Attachment Referenced Memorandum

esumant No. o Change In Class. Declassified Class. Changed to: TS S C **Mext Review Date:** Auth.: Hn 70-3

COMFIDENTIAL

JUN 30 1954

Approved For Release 10 No 130 Pc A-10 F/8-04718A001600140015-5

ORIGINAL DOCUMENT MISSING PAGE(S):

Missing attachment

Chief, Management Staff

17 June: 1954

Chief, Budget Division

Request for Change in Logistics Office and Office of the Comptroller Tables of Organization.

1. Reference is made to your memorandum of 2 June 1954 from Chief of Logistics to Chief, Management Staff, DD/A, requesting that two (2) positions now on the T/O of Logistics Office be transferred to the Machine Records Division of the Office of the Comptroller. These two positions are:

Grade	Title	Slot No.	Incushent	
GS-11. GS-7	Supply reqts officer Tab Project Planner	R 521 Ř729		25X1A ₋

- 2. These positions involve maintenance of machine records, developing machine methods, and accomplishing tabulations in connection with the processing of material requirements for the Logistics Office. It is believed that this type of machine work should be in the Machine Records Division of this office. Therefore, the Office of the Comptroller concurs in the request made by the Logistics Office providing ceiling, funds, and incumbents are transferred.
- 3. If this transfer is approved, these two positions should be changed in title and placed on the Machine Records Division current T/O as follows:

MACHINE RECORDS DIVISION

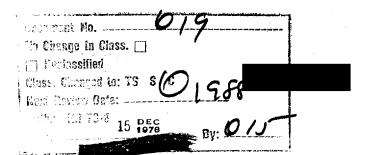
Office of Chief

GS-11 Tab Project Planner

M

Special Projects Branch

OS-7 Tab Equipment Operator Supervisor M-



JUN 21 1954

CONFIDENTALL

Distr: 1 - MRD

/RIJ:cmw

a Budget Div.

1 - Comptroller Approved For Release 2001/03/30 : CIA-RDP78-04718A001600140015-5

25X1A

CONFIDENTIAL

Approved For Release 2001/03/30 : CIA-RDP78-04718A001600140015-5



29 July 1991;

MELICRANIDUM FOR: Assistant Director for Personnel

SUBJECT : Personnel Celling for the Logistics Office

My memorandum of 21 July 1954 on the above subject set the Logistics Office personnel ceiling at This ceiling

25X9

positions.

15/
L. K. WHITE
Deputy Director
(Administration)

25X9

DD/A:LKW:laq
Distribution:
cc: Chief, Logistics Office
Comptroller
Hansgement Staff
DD/A chrono
DD/A subject:

, to Weat No	2
No Change In Class. 🖂	
☐ Declassified	
Class. Changed to: TS S C	1100
Next Review Date:	170
Auth.: KR 70-3	-
Date:15 DEC	By: O/J

CONFIDENTIAL